

NSHS ESC MEETING MINUTES for 18 January 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Flow chart Customer Evaluation
2. Review redlined processes

LEADER: CAPT Wynkoop

FACILITATOR: CDR Whalen, CDR Baker, LCDR Kennedy, LT Leonard, MR Kirkbride

TIME:

FROM: 08:30 TO: 1200

MEMBERS PRESENT

- CAPT Younger
- HMCM Castillo
- CAPT Welbourn
- CDR Hearin
- LT Miller
- CDR Luke

- MR Behnke
- CDR Bryson
- CDR Baker (Adhoc)
- LCDR Kennedy (Adhoc)
- Mr. Kirkbride (Adhoc)
- LT Leonard (Adhoc)

MEMBERS NOT PRESENT

- CAPT Miller
- CAPT Wynkoop
- MR Dumbeck
- HM1 Silva
- CDR Whalen (Adhoc)
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AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The XO opened the meeting with a review of the agenda and ESC minutes of 11 January 2001	CAPT Younger	
Flow chart Customer Evaluation	The ESC reviewed the flow charting of the Customer Evaluation process with some minor changes. The Customer Evaluation process will be redlined at a later ESC meeting.	CAPT Younger	
Red-line of Strategic Plan process	The redline review of the Strategic Planning process was completed and vision 01 will be effective on 1 June 2001. See (enclosure 1)	CAPT Younger	
Redline of Corrective and Preventive Action process	The redline review of the Corrective and Preventive Action process was identified as needing more work than the ESC had allotted time for. Item was put on the agenda for the next ESC meeting.	CAPT Younger	
Redline of Document Control process	After some review of Document Control process time ran out and the ESC decided to pick-up at that point at the next ESC meeting. Action Item Mr. Kirkbride will send out the BUMED Document Control process to all ESC members.	ESC members Mr. Kirkbride	
Set agenda for next meeting	Next scheduled ESC meeting is 25 January 2001	ESC members	
Open action items	Action Item The IT will present the ESC members with a final draft of the Quality Manual by 18 January 2001.	ISO-IT	